

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 10/22/12	NUMBER 02.05.102
SUBJECT TRAINING COMMITTEES		SUPERSEDES 02.05.102 (01/01/11)	
		AUTHORITY MCL 791.203	
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POLICY STATEMENT:

Training committees shall assist in the development and evaluation of Department training programs as set forth in this policy.

POLICY:

GENERAL INFORMATION

- A. There shall be a Staff Skills Development and Leadership Board appointed by the Director and chaired by the Administrator of the Training Division, Operations Support Administration. The Board shall assist in the coordination and development of Department training.

FORMATION OF TRAINING COMMITTEES

- B. Each Warden shall establish at least one training committee comprised of members representative of his/her employees, including at least one representative of each collective bargaining unit representing his/her employees as designated by the collective bargaining unit; the committee shall be chaired by the institutional training officer. The Deputy Director of Field Operations Administration (FOA) shall establish at least one training committee comprised of members representative of FOA field and facility employees, including at least one representative of each collective bargaining unit representing those employees as designated by the collective bargaining unit. The FOA Deputy Director shall appoint the chair for FOA committees.
- C. Central Office also shall have at least one training committee. Each Deputy Director shall designate members of the committee who are representative of employees in his/her office, including at least one representative of each collective bargaining unit represented by those employees as designated by the collective bargaining unit. The Training Coordinator for Central Office shall chair the committee.

RESPONSIBILITIES OF TRAINING COMMITTEES

- D. Training committees are responsible for recommending changes to training programs offered by the Training Division Administrator, except for those training issues for which the Director has appointed a special committee pursuant to Paragraph H.
- E. Each training committee established pursuant to Paragraph B or C shall meet at least annually during regularly scheduled work hours. Attendance at the meeting shall be considered part of an employee's assigned duties; appropriate relief and release time will be provided for members to attend the meetings. Attendance at meetings shall not result in the accrual of overtime or compensatory leave credits. Minutes of each training committee meeting shall be posted at work sites represented by the committee. Copies of the minutes of Correctional Facilities Administration (CFA) meetings shall be provided to the appropriate Warden; copies of the minutes of FOA meetings shall be provided to the FOA Regional Administrators and to the Administrator of the Office of Parole and Probation Services.
- F. By December 1 of each year, each Warden, the chair of each FOA training committee, and the chair of the Central Office training committee shall submit a report to the Staff Skills Development and Leadership Board summarizing recommendations for new training or changes in existing training for the next fiscal period. The Board shall review the recommendations and forward the recommendations, identifying those which the Board supports, and any additional Board recommendations to the Director by December 15 of each year. The Training Division Administrator has the authority to revise the dates by which recommendations must be submitted.

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- G. The training recommendations supported by the Director shall be forwarded to the Training Division Administrator by January 15 of each year. The Training Division Administrator shall ensure the approved training recommendations are incorporated in training programs for the next fiscal period.

SPECIAL COMMITTEES

- H. The Director may appoint special committees to address specific training issues within the Department (e.g., PA 415 training). The responsibilities of those committees shall be determined by the Director.

PROCEDURES

- I. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- J. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: DHH 10/15/12